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## *Minidoka County Government*

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### **Fifth Judicial District Domestic Violence Court Coordinator**

Starting pay: \$52,000 - \$56,763 (based on experience) per year at 40 hours per week

#### **Posting closes January 14, 2022**

Send resume to Tonya Page, Clerk of the District Court, Minidoka County, PO Box 368, Rupert, Idaho 83350 or hand deliver to 715 G Street, Rupert, Idaho.

An application for employment can be found at <https://www.minidoka.id.us/292/Employment-Opportunities>

### **JOB DESCRIPTION GENERAL SUMMARY**

The Domestic Violence Court Coordinator is responsible for overseeing the functioning of local domestic violence court(s) and maintaining communication among team members and community partners. Collects and maintains court data, and provides oversight of offender compliance with intervention and probation. Organizes and hosts Oversight team meetings, and meetings with community agencies.

- Develops and strengthens relationships within the district and Domestic Violence Court stakeholders to enhance victim safety and offender accountability;
- Supports and provides leadership in the development and implementation of the District's Domestic Violence Courts;
- Oversees the functioning of the Domestic Violence Court(s);
- Ensures necessary communication among team members, community partners, and assistance organizations;
- Creates and maintains local policies, protocols, forms, applications, referrals, and other documentation;
- Sends individuals to appropriate referrals for parties involved with the Domestic Violence Court to community agencies, including domestic violence intervention programs, clinical evaluators, counselors, case management, supervised visitation, etc.;
- Collects, maintains, and analyzes data;
- Works with domestic violence intervention agencies and probation officers to ensure progress reports are accurate and timely;
- Plans and hosts meetings with stakeholders;
- Identifies and applies for potential sources of new funding including regional partnerships as well as local and federal grant opportunities;
- Attends relevant trainings, Domestic Violence Court Coordinator meetings, and statewide conferences;
- Monitors and tracks funding for services and maintains budget data.

**ADDITIONAL FUNCTIONS:**

- Organizes and conducts periodic court self-assessment
- Performs additional functions as required

**JOB REQUIREMENTS:**

- Graduate degree in a Mental Health field, law, administration or a related field; or an equivalent combination of education and experience;
- Experience working with victims and offenders of domestic violence;
- Knowledge of the dynamics of domestic violence;
- Knowledge of and ability to apply applicable state and federal laws;
- Knowledge of the court system;
- Knowledge of court procedures and processes;
- Possesses strong communication skills;
- Skill in the operation of a personal computer and the use of software;
- Skill in providing education and speaking to audiences;
- Ability to organize, analyze, direct and coordinate administrative activities;
- Ability to organize and work with partners from a variety of organizations, including, but not limited to, law enforcement, probation officers, judges, public defenders, prosecutors, private bar, legal aid, victim services organizations, court personnel, and other community organizations;
- Ability to adapt and learn new software, equipment and business practices;
- Ability to create local court policies and court forms;
- Ability to research funding sources and prepare relevant grant applications;
- Ability to travel locally, statewide, or on a national level;
- Ability to work with multiple jurisdictions and parties with varying interests;
- Ability to maintain effective working relationships.

**OTHER REQUIREMENTS:**

- Must possess and maintain a valid driver's license;
- Incumbent furnishes his/her own transportation for travel throughout the district.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- This position will be housed in the Minidoka County Courthouse in Rupert, Idaho
- Work is primarily performed in an office environment and the incumbent is subject to inside environmental conditions;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and accomplish tasks.

## **DISCLAIMER:**

- To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

## **FULL-TIME EMPLOYEE BENEFITS include (employee premiums paid by County):**

- Medical, Dental, Vision, and Prescription coverage insurance paid by County at 100%
- Medical, Dental, Vision, and Prescription coverage insurance for the employees' immediate family - 43% paid by County with 57% paid by employee (FY2021 estimated total cost per month for employee and family is \$1,956.66; County's portion \$1,318.03; employee portion \$638.63)
  - Medical – Blue Cross of Idaho/Gem Plan; 90/10 Plan
    - Individual deductible \$400.00; IOOP \$2,060
    - Family deductible \$800.00; FOOP \$4,120
    - General office visit copay \$20.00
  - Dental – Blue Cross of Idaho
  - Vision – Blue Cross of Idaho/VSP
- ComPsych Guidance Resources program provides confidential support, resources, and information for personal and work-life issues provided for by County with no cost to you
- Public Employee Retirement System of Idaho (PERSI) base plan with mandatory contribution and employer match of gross pay
- Portable Life insurance in the amount of \$15,000 (take it with you when you leave with a monthly/annual cost to you)
- 11 paid holidays, 10 days of paid vacation time after one year employment, and ½ day per month of paid sick time during first year of employment; paid time off increases as length of employment increases

## **Minidoka County offers access to the following with volunteer payroll deduction (premiums not paid by County):**

- PERSI 401(k) retirement
- Nationwide Retirement Solutions
- Employee supplemental insurance options with choice of various types of coverage (accident, cancer, disability, death, heart attack, stroke, etc.)
  - Washington National
  - Aflac
- Portable dependent life and additional employee life insurance coverage
- Membership at Mini-Cassia Employee Credit Union
- 10% discount on gym membership through the City of Rupert

**EQUAL OPPORTUNITY EMPLOYER:**

Minidoka County is an Equal Opportunity Employer (EOE). Qualified applicants are considered for employment without regard to age, race, color, religion, sex, national origin, sexual orientation, disability, or veteran status.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required. Employee may be asked to perform other duties as required.